



CITY OF NEWPORT, OREGON

ACCOUNTING TECHNICIAN, AP AND TREASURY

The City of Newport, Oregon is accepting applications for a full-time, experienced, professional, and dedicated person for the position of Accounting Technician. This position will perform a variety of accounting and clerical tasks primarily related to accounts payable, transient tax, and GL and bank reconciliation. This position will also provide back-up reception services for the department.

This is a full-time, non-exempt position with a salary range: \$2,987 – \$3,933 per month. Placement in the salary range will be based on the skills, experience, and education of the person hired.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: A high school diploma or equivalency with some accounting/finance college courses AND two years related experience.

KNOWLEDGE: General knowledge of city operations; knowledge of, accounting procedures and practices, accounts payable.

SKILLS: Skill in the use of personal computers, various related software programs including Microsoft Office 2013, and standard office equipment.

ABILITIES: Ability to establish and maintain an effective and professional working relationship with City management, other employees, Council members, other entities, and the general public. Ability to maintain efficient and effective systems and procedures. Ability to communicate effectively and professionally, both orally and in writing, with individuals and groups. Physical ability to perform the essential job functions.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to ten pounds and occasionally lift or move materials up to twenty-five pounds. Manual dexterity and coordination are required more than 50% of the work period to operate equipment such as computers, keyboards, telephones, and standard office equipment.

TO APPLY: Applicants should submit a completed city application form and a letter clearly identifying how the applicant meets the minimum job qualifications. City application forms are available on the city website at www.newportoregon.gov, or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to b.james@newportoregon.gov. **This position will close at 5:00pm on May 31, 2016.**

The City of Newport is an EEO and veteran's preference employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.

Successful completion of a pre-employment background check is required for all positions. Pre-employment substance screening may be required. American with Disabilities Act accommodations will be provided upon request.